



HRO-11-06
15 June 2011

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
	SSG Christa Wilhelm	x7119
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Services/ Benefits	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Federal Length of Service Awards (JUN):

15 Years:	Michael L. Buchholz	Mark A. Stocking
	John R. Price Jr.	
30 Years:	Alan E. Holka	
35 Years:	Thomas W. Cerny	
40 Years:	Douglas E. Schulz	

Federal Employee Retirements:

Michael Marlar (Jun) – ARNG

Farewell:

SPC Ashley Baeza accepted a position with FMS #1. She was employed in the Technician Benefits/Services Branch. We wish her all the best in her new position.

EBIS/ABC-C Site:

All technicians with an e-mail in MyBiz/MyWorkplace should have received a message about CAC access to Employee Benefits Information System (EBIS). Effective 1 Oct 2011 you will only be allowed to access the system with a CAC. EBIS is the site on which to change FEHB, FEGLI and TSP elections along with viewing personal information. If you have not registered your CAC at this site you want to do so.

Information on Technician Branch: <http://www.neguard.com/HRO/index.html>

POC: Services and Benefits

Federal Long Term Care Insurance-Open Season

Having Federal Long Term Care Insurance could help reduce stress as you get older. Informal or “family caregiving” can be highly stressful and impact negatively on the caregiver’s mental and physical health. During Open Season, abbreviated underwriting (applicants answer fewer questions) is in effect. You can download an FLTCIP 2.0 Open Season Application at www.LTCFEDS.com/apply.

An informational webinar will be conducted on June 1st, 2011 at 4:00 pm Eastern Time. To register, click here:

<http://event.on24.com/r.htm?e=296082&s=1&k=ED5AE674D511E8B3DAD996B3498AA679>

All federal employees, spouses and active member of the uniformed services and their spouses are eligible for this benefit. Open Season is April 4th thru June 24th 2011.

Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – Personnel Systems Manager (PSM) - x7122

Current Self Service log in statistics:

As of 15 Jun 11 – a total of 76% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

My Biz

The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at <https://compo.dcpds.cpms.osd.mil/>

You can access more information about My Biz at this web site:

<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

My Workplace

If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: <http://www.cpms.osd.mil/forms/cpms/search.aspx>. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: Michael.courtney1@us.army.mil

Performance Appraisal Application (PAA)

Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Absence From Work

Every available type of authorized leave is established for State employees by Nebraska Classified System Personnel Rules, Chapter 10, or the NAPE Labor Contract, Article 14.

Leaves must be requested and approved in advance. See the Labor Contract:

Article 14.6 Vacation leave should be applied for in advance and may be used only when approved...

Article 14.12 Sick leave shall be requested in advance when possible. ... In the case of illness, injury, emergency or any other absence not approved in advance, the employee should inform the first level of supervision ... as soon as possible.

Article 14.16.4 A minimum of 30 days notice to the Agency must be provided by the employee before he or she may use Family Leave. Where 30 days notice is not foreseeable, notice must be given as early as possible.

Leave should be preauthorized through an employee's supervisor. Any substantiating evidence required for leaves such as sick leave, family leave, and other types of leave, should be submitted to the supervisor for approval with the TAG-NE Form 10. Under unusual or unforeseen circumstances, leave may be requested and approved verbally either in person or by telephone; in such cases the Form 10 should be submitted as soon as possible but no later than the first work day when the employee returns to work.

Leave of Absence (leave without pay), and Advancement of Sick or Vacation Leave require the approval of the Agency Head or his/her Designee. These cannot be approved by the immediate supervisor. They must be requested sufficiently in advance that approval can be received prior to the beginning of the leave. Forward a memo, (this can be an email) with the dates and reason why the leave is needed, to the Human Resources Office to get the signature of the Agency Head or Designee.

Use of vacation leave and compensatory time off may not be unreasonably denied or deferred. However, request and approval in advance may be required to provide sufficient time for work planning and scheduling.

Proper request, approval and documentation of authorized leave are serious issues. Please call the one of the staff at the Human Resources office if you have any questions or need any assistance on how to submit leave requests. **It is especially important for employees to contact human resources before a period of leave without pay so insurance premiums can be adjusted or necessary paperwork can be completed.**

Review Leave Balances

Employees should review their leave balances to be sure they are not using more than their available balance and look at the publications noted below to be familiar with what leave earnings are to be per service year and per pay period. Leave earnings per service year (in hours) are available at: <http://www.nlc.nebraska.gov/epubs/P2000/T002-201113.pdf> (section 14.5 of the Labor Contract for union employees) or at: http://www.das.state.ne.us/personnel/nerules/rules_final_with_cover.pdf (Chapter 10 of the Classified System Personnel Rules for supervisors, management level and other employees)

Annual leave earnings totals (in hours) are divided by 26 and rounded up to the next hundredth (even if decimal amount is less than .xx5) to arrive at the earnings rate for each pay period. On the last paycheck of the calendar year, the earnings amount for that pay period could be less than what it was for all the other pay periods in a **full calendar year**. Employees will generally see this in their first **full** four or five calendar years and when they have hit the maximum earnings rate. Earnings rates change, if applicable, in the pay period where the month and day of the employee's adjusted service date fall.

Employees can view their leave balances by clicking the leave balances link above where timecards are entered or by clicking on the Leave Balance Review icon on the EnterpriseOne (EDGE) sign-on screen (edge.ne.gov). Employees can also check their pay stubs for vacation and sick balances. Please note

that you will not see a comp balance. The number that appears on check stubs, in the YTD Amount column, out to the right of the word COMP is **not** a Comp balance. Remember there is a ten (10) day lag between the last day of the pay period (Sunday) and the check date (Wednesday).

If employees want to print pay stubs there is an icon on the sign-on screen. If you don't have access to a computer you can call Human Resources and we can help you print off a check stub.

Performance Reports

Performance reports must be prepared for all employees of the Nebraska Military Department. The authority and requirement to complete performance appraisals is established in State law. Reports must be prepared:

- a. prior to completion of the original probationary period;
- b. at least annually on the employees service anniversary date; and
- c. on occasions when the supervisor desires to record performance worthy of recognition, either favorable or unfavorable. Reasons for submission of this type of special report shall be explained in the report.

After drafting the evaluation, it is recommended that the report be reviewed by the evaluator's supervisor(s) prior to discussion with the employee.

Performance evaluations are then discussed with the employee, who has the right to add his/her comments. The signing of the performance evaluation by the employee does not signify the employee's agreement with the content, but only that he/she has seen the performance evaluation, that it has been discussed with them, and that they have been given an opportunity to comment. The evaluator should sign and date the performance evaluation. If the employee refuses to sign, the supervisor and a witness document the employee's refusal on the performance evaluation form. The employee may attach written comments regarding the evaluation if he/she desires. These comments must be submitted to Human Resources within 30 calendar days of the date of the report.

Each employee should receive a copy of his/her performance evaluation from the supervisor and a copy must be forwarded to HR-SP to be included in the employee's personnel file.

For any period in which a performance evaluation has not been made within 60 calendar days after its due date, service is considered satisfactory.

Employees shall be evaluated by their immediate supervisor. In the event of death, separation or long-term incapacitation of the immediate supervisor, the next higher supervisor prepares the performance evaluation.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52

- Army Travel- AGR travel, DTS
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing

SSG Gregory Brown, Human Resources Assistant, (402)309-7123

- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

Army:

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

AGR Travel – Funds are limited until the 4th Quarter FAD is received. AGR travel should be limited to mission essential. GSA must be utilized if available.

DTS – Please input LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization. Travel description is required when completing DTS authorizations.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

How to Recognize Subtle Sexual Harassment

Many cases of sexual harassment are reported in the news. However, there are many other more subtle situations of harassment that go unreported and unnoticed on a daily basis. Covert actions are more apt

to erode morale and impact work performance, yet the person making inappropriate comments or excluding a co-working may not be aware that their actions are offensive.

Subtle sexual harassment is unwelcome sexual or sex-based behavior that, if allowed to continue, could create illegal sexual harassment. Subtle sexual harassment is not a legal term. It is a practical term for identifying subtle unwelcome sexual behavior. Once that behavior is identified, it is then possible to effectively deal with that behavior.

The following five step method can assist you in determining when behavior crosses the line between friendly behavior and subtle sexual harassment.

Step One: Identify the people involved in the interaction.

Usually it will be obvious who is directly involved in the interaction. It is also necessary to determine if there are third parties present who could be affected by the behavior.

Step Two: Determine their relationship.

Do the people involved have only a typical work relationship; i.e., they talk primarily about work related issues and don't socialize outside of the workplace except at work related events. If you see sexual or sex-based behavior between them, it is important to apply the next three steps.

If the people have a good friendship and they are engaged in a sexual or sex-based behavior that is acceptable to both parties, their behavior could still create a hostile work environment for other employees.

Caution: If the people involved in the interaction have a good friendship, that does not automatically mean that both people welcome that behavior.

Step Three: Objectively describe the behavior.

Describe specifically what happened. Include the behaviors of all the people identified in Step One.

Step Four: Determine if the behavior described in Step Three was welcome using the following methods.

A. Does (Do) the recipient(s) clearly indicate verbally and/or nonverbally that the behavior is unwelcome? If she/he/they does/do, go to Step Five. If not, continue to B.

B. Does (Do) the recipient(s) equally initiate the behavior; i.e., ask that person to engage in the behavior, sometimes behave that same way to that person first? If your answer is no, go to Step Five. If it is yes, go to C.

C. Does (Do) the recipient(s) equally participate in that behavior; i.e., engage in the same or very similar behavior to the person initiating the behavior? If your answer is no, go to Step Five. If it is yes, continue to D.

D. It is doubtful that either person is being sexually harassed. But, their sexual or sex-based behavior could be inappropriate and should stop. Their behavior could be unwelcome to third party persons. If the behavior described in Step Three is sexual or sex-based and the third party person(s) does (do) not appear to equally participate in and initiate that behavior, it probably is unwelcome. That situation should be dealt with to ensure that third party sexual harassment does not occur.

Important: To determine if the behavior is welcome, it is important to focus on the impact of the behavior, not the intent of the person doing the behavior. Avoid "Yes ... but ..."; i.e., "Yes, she touched him, but that is her personality." "Yes, he makes sexual comments, but he's harmless." "Yes, ..." is an objective description of the behavior while "but ..." is a subjective reaction that often makes excuses for the person initiating the behavior and stops the objective process of determining if the sexual or sex-based behavior is welcome.

Step Five: Is the unwelcome behavior sexual or sex-based behavior?

If the behavior is obviously sexual, it is sexual harassment or, if it is derogatory about men or women, it is sex-based harassment.

Would that person be subjected to that behavior if she/he were of the opposite sex of what she/he is; i.e., males who look a woman up and down when she walks by them would not behave in the same way when a man walked by? If not, then it is sexual harassment or sex-based harassment.

Summary

This Five Step process provides a very objective method to assess personal behavior and the interactions of other employees to determine when friendly or joking behavior crosses the line into subtle sexual harassment or sex-based harassment. If it has, that behavior should stop immediately.

Contact Ms. Rosenthal at 402-309-7108 or lavonne.rosenthal@us.army.mil if you have any questions.

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